

## **Region 6 Homeland Security Subcommittee Charter/By Laws**

### **Purpose:**

The purposes of the Region 6 Regional Homeland Security Subcommittee (RHSS) are to promote the regional coordination that is needed to bring cross discipline and cross jurisdictional relationships into play to address the management of terrorist actions in this region, review issues, and recommend actions to the Region 6 Homeland Security Council (R6HSC). The RHSS will provide the basis for local jurisdictions and tribes to develop a sustainable and all-hazard regional approach to Terrorism and Homeland Security initiatives that emphasizes both inter and intra regional mutual aid, implementation of the standardized National Incident Management System (NIMS), and development of an integrated process for emergency operations planning, training, exercising and equipping.

All activities are to focus on expanding regional cooperation and maximizing our collective ability to safeguard and protect the citizens of Region 6 (King County) within Washington State.

### **Objectives:**

Provide recommendations to Region 6 Homeland Security Council:

- Establish of relationships between levels of government, private enterprise and non-profit organizations
- Facilitate inter-disciplinary information sharing and coordination
- Assimilate threat assessment information
- Coordinate Critical Infrastructure Protection (CIP) activities
- Be a focal point for regional training, exercises, workshops and conferences involving homeland security.
- Coordinate regional application and administration of WMD and Homeland Security grants and funds
- Coordinate public information on threat warnings as they apply regionally
- Provide local continuity of operations and continuity of government plans

### **Membership Representative Groups:**

1. City of Seattle
2. City of Bellevue
3. Suburban Cities (3 slots-Suburban Cities Association)
4. King County Prosecuting Attorneys Office
5. King County Fire Chiefs Association (2 slots-General and Hazmat)
6. King County Police Chiefs Association
7. Washington State Patrol
8. Washington State Hospital Association
9. King County Sheriffs Office
10. King County Government
11. Washington State Water/Sewer Association (Section 4-King County)

12. Muckleshoot Tribe
  13. Snoqualmie Tribe
  14. Private Sector
  15. Public Health-Seattle & King County
  16. Washington State Department of Transportation
  17. Public Safety Answering Point (PSAP)/E-911
  18. King County Department of Transportation
  19. Port of Seattle
  20. King County Dept of Natural Resources & Parks
- Workgroup Chairs:
21. Planning & Administration Workgroup Chair
  22. Training & Exercise Workgroup Chair
  23. Multidisciplinary Equipment Planning Group (MEPG) Chair
  24. Critical Infrastructure Protection-Threat & Vulnerability (CIP) Workgroup Chair
  25. Law Enforcement Terrorism Prevention (LETPP) Program Workgroup Chair
  26. Puget Sound Alliance for Cyber Security

Other groups, such as the FBI, WAEMD, FEMA, etc. may be called in to participate in discussions and meetings but are not voting members.

#### **Appointment, Officers, Member Duties, Terms, Meeting Notes & Staffing**

*Appointments:* Members shall be selected by the organizations they represent.

*Officers:* The Chair and Vice Chair position terms are for one year beginning in January, with the Vice Chair rotating into the Chair position. The outgoing Chair will become the RHSS Liaison to the EMAC. A new Vice Chair will be selected and voted on by the members present at the October meeting to assume duties in January, or if there is an Officer vacancy. Email notification of the election will be sent to members prior to the election. The Chair will set the meeting dates, times, agendas and will run the meeting. If the Chair is not available to perform these duties, the Vice Chair will assume these responsibilities. The Chair, Vice Chair and staff member will meet prior to the meeting to discuss issues.

*Workgroups:* Workgroups associated with the RHSS, such as the Training & Exercise Workgroup and the Planning & Administration Workgroup, will elect chairs of their Workgroups in October to assume duties the following January. Other Workgroups will elect their chairs as designated in their charters or bylaws. Workgroup chairs listed in the "Membership Representative Groups" section have voting rights and sit on the RHSS.

*Member Duties:* Members are expected to attend and participate in meetings and report back to the organization/agency/group members that they represent.

*Terms:* Member terms will be determined by the appointing agency or group represented. Officer terms for Chair and Vice Chair are one year.

*Meeting Agendas & Notes:* The agenda and meeting notes will be drafted for the Chair's review and revision and sent to the membership via email.

*Staffing:* The King County Office of Emergency Management will provide the Region 6 Homeland Security Coordinator to staff the RHSS. Additional committees or work groups will be staffed as appropriate.

#### **Meeting Standards:**

- 1 • The RHSS will meet every fourth Tuesday of the month, or as needed, to make
- 2 decisions, provide guidance and propose and implement region-wide policy.
- 3 Additional meetings will be set by the Chair.
- 4 • Attendance and punctuality at meetings are expected.
- 5 • The presence of a majority of members will be necessary to hold a meeting.
- 6 • If a member cannot attend they are encouraged to send an alternate.
- 7 • Any policies, proposals and allocations requiring EMAC decisions will be decided by
- 8 a majority vote of members present.
- 9 • Members or their delegates have the authority to vote. There is one vote per
- 10 member.
- 11 • Meeting notes will be kept and distributed to the members. An Action Item List will
- 12 be included at the end of the notes.
- 13 • The Chair will initiate the agenda for member input at the prior meeting.
- 14 • Members will be prepared for the meeting.
- 15 • Meetings will:
- 16 • begin and conclude on time
- 17 • include review and adherence to the agenda
- 18 • will periodically include meeting evaluation (group feedback)

#### 20 **Ground Rules:**

##### 21 **Members will:**

- 22 • treat each other with respect
- 23 • communicate with affected parties if programmatic or personal problems arise
- 24 • keep meetings open and direct
- 25 • reach consensus -- be willing to support group decisions
- 26 • focus on issues within the RHSS's control
- 27 • be open to new ideas
- 28 • allow one person to talk at a time
- 29 • encourage participation from all
- 30 • listen actively and non-defensively
- 31 • give feedback and suggestions constructively
- 32 • stick to agenda allocated times
- 33 • Each member is responsible for contributing to the RHSS's progress.
- 34 • Members may remind each other of ground rules.
- 35 • Each member is responsible for voicing his or her opinions and thoughts at
- 36 meetings, including indicating that he or she does not have an opinion about a
- 37 particular issue.
- 38 • Members who choose not to air disagreements or concerns agree to accept the
- 39 decisions.

#### 41 **Decision-Making Strategy:**

- 42 • The RHSS will attempt to use a consensus process to make decisions, unless an
- 43 alternative decision-making method is proposed and agreed upon. At the beginning
- 44 of the consensus process, the members will set a time limit, then determine a back-
- 45 up process (such as voting) if no consensus can be reached.

- In this context, consensus means a decision that all members can support – it does not imply wholehearted agreement. If consensus cannot be reached, the Chair will call for a vote.
- It is preferred to discuss all matters requiring a recommendation or decision in the context of a meeting but there may be situations that will arise where this information is needed before a regularly scheduled meeting. In these situations, the Chair (or designee) will notify all members of the issue via email and give a response deadline to receive input. The Chair (or designee) will then consolidate the members' input into a recommendation or decision.

**Adopted:**

Reviewed, discussed and voted on by the Regional Homeland Security Subcommittee on the 24<sup>th</sup> Day of February 2004. Vote: unanimous

Revised and voted on by the Regional Homeland Security Subcommittee on the 22<sup>nd</sup> Day of February 2005. Vote: unanimous

Revised: April 26, 2005 Motion-Frank Tordillos, Charlie Bush, Vote: approved

Revised: October 25, 2005 Approved